



## Zoning Division

## Major Site Plan

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**When is a major site plan required?** A major site development plan is required with applications for the following:

1. New uses (not including a change of use to a permitted use in an existing structure) other than exclusively single family residential uses
2. Additions to existing structures, for uses other than single family residential uses, where the addition is ten percent (10%) or greater than the size of the existing structure; except structures in the REC Seasonal Cabin and Recreation Overlay District, which are regulated by Article 7 Section 12 of the Unified Development Code. For an existing use with multiple structures on a single parcel, this provision shall apply if the addition is ten percent (10%) or greater than the total square footage of all structures, or for a new structure on the same parcel that is ten percent (10%) or greater than the square footage of all structures.
3. Subdivisions that require platting
4. Where otherwise specified in Article 6 of the Unified Development Code

**Requirements.** Whenever the Unified Development Code requires submission of a major site plan, the applicant shall submit a site plan prepared by an engineer, landscape architect, architect or similar licensed professional. A major site plan shall meet the following specifications and show the data listed:

**a. Application information:**

1. Names of all property owners
2. Address of property including street, city and zip code
3. Existing and requested zoning classification, use of property, number of employees if applicable

**b. Specifications:**

1. Paper sized 11" by 17"; additional larger format copies may be submitted in addition to the 11" by 17" format
2. Drawn to scale of not less than one inch equals fifty feet (1" = 50'), unless otherwise approved by the Zoning Administrator

**c. All existing and proposed site conditions shall be shown including:**

1. Existing and proposed contour lines at intervals no greater than five feet (5'), referred to USGS datum
2. Location and dimensions of lot boundaries
3. Flood hazard areas as designated on FEMA flood hazard boundary maps
4. Watercourses and wetlands
5. Any unique natural features including wooded areas
6. Location and dimensions of all existing structures. The structure must be labeled (e.g. existing warehouse, dwelling) and use must be labeled as well (e.g. storage of contractor's

equipment, single-family residence.) Each structure must delineate its square footage and dimensions to existing and/or proposed lot lines. Structures include:

- (i) Buildings
  - (ii) Wells
  - (iii) Fences
  - (iv) Septic tank and septic field locations
  - (v) Retaining walls
  - (vi) Utility poles
  - (vii) Walkways
  - (viii) Signs
7. Location, dimensions and uses of each existing platted street, highway, railroad, or utility easement
  8. Identification of parks and other public open space within or adjacent to the proposed development
  9. All existing storm and sanitary sewer lines, water lines, gas lines, culverts, or other underground installations within the proposed development or immediately adjacent, with pipe size (if available) and locations shown
  10. The boundary of the area proposed for platting or division, shown as a dark line, with length of boundary lines and approximate location of the property in reference to known section lines
  11. Layout, lot numbers, and scaled dimensions of each lot in each block of any proposed subdivision
  12. Names, locations and dimensions of all proposed streets, roadways, alleys and pedestrian ways
  13. Other property lines, proposed right-of-way lines, building setback lines
  14. Location, dimensions and uses of each proposed street, highway, railroad, or utility easement
  15. Location and dimensions of existing and proposed parks, playgrounds, churches, school sites, or special uses of land to be considered for dedication to public use or to be reserved by deed or covenant for the use of all property owners in the subdivision and any conditions of such dedication or reservations
  16. Existing and proposed parking spaces with dimensions and class (including handicapped) with a notation of the number of spaces required and the number provided. Proposed parking drive areas with proposed direction of traffic flow.
  17. Access to all public or private streets and radius of curvature of ingress and egress drives
  18. Circulation patterns of traffic
  19. Location, intensity, height, spacing, efficiency, and shielding of all exterior lighting
  20. Locations of outside refuse collection areas, and the type of screen to be provided to close the container from the public view.

**The following information shall also be noted on the plan:**

1. A vicinity map clearly identifying the subject property and showing the location of the subject property in relationship to surrounding properties, roads, streams and public facilities. The vicinity map shall extend for a distance of two miles and shall identify any incorporated city boundaries.
2. Date site plan was prepared or date when surveyed
3. North arrow and scale of drawings
4. Title block including the name, address, phone number and profession of the person preparing the site plan or plat, and the architect's, engineer's or surveyor's professional seal, the date, and the date of all revisions. Title blocks shall meet requirements of state law.
5. Name, address, phone number and signed consent of all property owners
6. Ownership, land-use, and zoning of all adjoining properties within five-hundred feet (500') of the proposed development, and when adjoining properties are part of a recorded subdivision, the name of that subdivision
7. Type of water supply and sewage disposal and if storm sewer is available

**Other information deemed necessary by the Planning and Zoning Commission or Board of Supervisors.**

**Review of major site plans.** Unless specified otherwise in this Ordinance for land division applications, a major site plan may be approved by the Zoning Administrator upon concurrence of all the appropriate County departments or other appropriate agencies as indicated on a site plan review form.

If you have any questions about your major site plan, please do not hesitate to contact the Department of Planning and Development at 319-892-5130.